

	POLICY :		POLICY :
	<b>Confidentiality &amp; the Protection of Privacy</b>		<b>OP - 02</b>
CATEGORY:	LAST REVIEW/ REVISION DATE:	SCHEDULED REVIEW DATE:	
<b>Operational</b>	April 22, 2014	April 2018	

The King Township Public Library (KTPL) recognizes that the users' choice of materials they borrow and websites they visit is a private matter. The Library will therefore make every reasonable effort to ensure the personal information about its users and their use of library materials, services and programs remains confidential.

1. Personal information is defined in the ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990 c. M56 (MFIPPA), in part, as "recorded information about an identifiable individual." This could include, in the context of library services:
  - contact information including address and telephone number;
  - email addresses used for programming, holds and due-date notifications;
  - information on users' borrowing habits including inter-library loans;
  - information related to computer use;
  - information collected for the purposes of program participation or room and equipment rentals.
  
2. The Board ensures that:
  - a) KTPL complies with the spirit, principles and intent of MFIPPA;
  - b) members of the public have access to information about the operations of the Library and to their own personal information held by the Library in accordance with the access provisions of MFIPPA
  - c) the privacy of an individual's personal information is protected in compliance with the privacy provisions of MFIPPA
  
3. The Board is responsible for personal information under its control and designates the Chief Executive Officer (CEO) as the individual accountable for the organization's compliance with the legislation and ensures that:
  - a) the purposes for which personal information is collected shall be identified by the Library at, or before, the time the information is collected;
  - b) consent of the individual is required for the disclosure of collection use or personal information, e.g. reproduction of photographs/videos taken by library staff for promotional purposes will not be used without proper permission;
  - c) the collection of information shall be limited to that which is necessary for the proper administration of the library and the provision of library services and programs;



- d) the Library will not retain any personal information related to the items borrowed or requested by a user or pertaining to a user’s on-line activity, longer than is necessary for the provision of library services and programs;
- e) the Library will not disclose personal information related to a library user to any third party without obtaining consent to do so, subject to certain exemptions as provided by MFIPPA. Information may be disclosed:
  - I. to a parent or guardian of a person up to 16 years of age;
  - II. upon the presentation of a search warrant;
  - III. to a law enforcement agency in Canada in the absence of a search warrant to aid an investigation (on the CEO’s discretion);
  - IV. under compassionate circumstances to facilitate contact with next of kin or a friend of an individual who is injured, ill or deceased;
  - V. in addition to the above, KTPL may allow certain of its service providers access to relevant personal information solely for the purposes of maintaining and facilitating user access to the Library’s electronic resources.
- f) personal information shall be accurate, complete and up-to-date as is necessary for the purpose for which it is intended;
- g) personal information shall be protected by security safeguards appropriate to the sensitivity of the information;
- h) upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information, and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate;
- i) any library users who feel their privacy has not been protected, may challenge KTPL practices through the CEO.

**Related Documents:**

**PLA**, R.S.O. 1990, c. P.44

**Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990 c. M56

**OP - 01 - Circulation Policy**

**OP - 04 - Internet Services**

**OP - 06 - Resource Sharing**

<b>ORIGINAL DATE ADOPTED:</b>	May 29, 2002	<b>ORIGINAL MOTION NUMBER:</b>	6-05/29-02 (part of Administrative Policy - #009)
<b>DATE(S) AMENDED:</b>	April 22, 2014	<b>MOTION NUMBER(S):</b>	2014-4-06

